

DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
Military Bureau
Headquarters, Maine National Guard
Camp Keyes, Augusta, Maine 04333-0033

30 October 2014

TECHNICIAN POSITION VACANCY ANNOUNCEMENT 14-138

POSITION: Engineering Technician (D1795P01) (GS-0802-09/10)

LOCATION: 243rd Engineering Installation Squadron, South Portland, Maine

SALARY RANGE:

\$47,923 to \$62,297 per annum **GS-09**

\$52,775 to \$68,608 per annum **GS-10**

CLOSING DATE: 14 November 2014

AREA OF CONSIDERATION:

AREA I: All permanent and indefinite Enlisted Excepted Technicians in the Maine Air National Guard and personnel with reemployment rights to MeANG positions.

AREA II: All Enlisted members of the Maine Air National Guard.

DUTIES: See attached duties and responsibilities.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must show how they meet the General and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

GENERAL EXPERIENCE: Experience, education, or training which provided a familiarity with electronics equipment; testing procedures and techniques; ability to read and understand simple specifications, instructions, and procedures and to use high school level mathematics.

SPECIALIZED EXPERIENCE: Must have twenty-four (24) months experience for GS-09 or thirty (30) months experience for GS-10, which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

GS-09

1. Ability to describe Air Force training management and documentation, especially AF Form 623 and Career Field Education and Training Plans (CFETP) and TBA/IMDS.
2. Ability to discuss electronics technology and communications infrastructure with project engineers and installations team chiefs.
3. Ability to analyze drawings and specifications.
4. Skill in using Microsoft Office programs.
5. Ability to communicate orally and in writing.

GS-10

1. Ability to interface with internal and external customers of varied backgrounds.
2. Knowledge of the capabilities, limitations, operations/design characteristics and functional use of a variety of types and models of communications-electronic equipment and systems.
3. Knowledge of Air Force training management and documentation, especially AF Form 623 and Career Field Education and Training Plans (CFETP) and TBA/IMDS.
4. Ability to support a large work center, multiple projects and tasks concurrently.
5. Knowledge of and ability to use electronic test equipment, tools, procedures and applications.
6. Knowledge of and ability to integrate changing industry technology into the squadron.

COMPATIBILITY CRITERIA: AFSC: 3DXXX

NOTE: If you do not possess the compatible AFSC, you will not be disqualified from being considered. Selected applicant must be prepared to attend the appropriate school.

MILITARY ASSIGNMENT: 3D177

INCENTIVE PROGRAM: Non-Technician Maine National Guard personnel who are participants (bonus recipients/student loan repayment program) may have their benefits terminated and/or recouped when employed as a permanent military Technician.

HOW TO APPLY: Detailed instructions are contained in an Instruction Guide titled "Technician Vacancy Announcement Guide" which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal

Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the "TPVA". Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: ng.me.mearng.list.hro-applications@mail.mil

APPOINTMENT: Selectee will be required to participate in direct Deposit/Electronic Funds Transfer as a condition of employment. The adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

DISSEMINATION: Supervisors, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6013 / COM (207) 430-6013 FAX: DSN 626-4246 / COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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LISA M. SESSIONS
CPT, EN
Human Resources Specialist
(Recruitment & Placement/Compensation)

a. INTRODUCTION:

This position is located in the Air National Guard (ANG) State Headquarters (HQ), Engineering Installation Squadron (EIS), Installation Section whose mission is to engineer, install, remove, and/or perform maintenance on Command and Control, Communications, Computer and Information (C4I) systems and facilities. The primary purpose of the position is to provide technical expertise and guidance relating to the installation, modification, and removal of a variety of complex command and control, communications, computers and information C4I infrastructures and end items. Specific responsibilities include planning, coordinating and directing the mission and training workload of a work-center that installs, modifies, maintains and/or removes a variety of complex C4I infrastructures and end items.

b. DUTIES AND RESPONSIBILITIES:

(1) Provides specialized expertise and guidance to squadron installation teams on multiple sophisticated, highly complex C4I infrastructures and end items. Guidance relates to one or more specific E&I installation team disciplines, (Cable/wire infrastructure, Radio Frequencies ((RF)) infrastructure, Meteorological/Navigation infrastructure, Information Technology infrastructure) integration processes and procedures as well as equipment capabilities. Collects, analyzes, interprets, and provides specialized information about assigned installation project. Reviews installation plans for compatibility between existing and proposed C4I infrastructure. Identifies and recommends practical solutions to installation team chiefs relating to unusual or unique problems. Consults with base planners during the installation phase of C4I projects to ensure conformance with policies, standards, and guidelines. Writes detailed Statement of Work. Serves as technical advisor to the team chief during project implementation.

(2) Reviews the Installation Project Package for completeness and/or discrepancies in engineering, support or materials. Identifies potential problems and initiates engineering change requests when evaluation determines that modifications to the initial plans are necessary. Ensures necessary changes are made to engineering drawings and parts lists. Provides technical information to customers, installation team chiefs and engineers. Works with higher command officials, as well as with vendors and manufacturers to resolve equipment specific problems and weaknesses.

(3) Monitors daily activities of on-going installation project(s). Acts as liaison between the engineer and the customer during the installation phase. Facilitates resolution of project package discrepancies between the Installation team chief and the engineer. Provides technical support as

required relating to the maintenance, troubleshooting, repair, modification, tuning and alignment of systems, subsystems, and major components.

(4) Coordinates project packages with work center supervisor and team chief. Ensures the processing of Base Civil Engineering requests. Briefs and debriefs team chiefs on all assigned project schemes. Ensures team chief deployment kits are current and issued prior to deployment. Incumbent ensures installation team transportation is arranged to and from the Temporary Duty (TDY) location(s) and adequate billeting at TDY location is available.

(5) Directs completion of pre-deployment site surveys. Ensures pre-implementation site survey validates requirements for personnel, equipment, base support and availability of materials. Coordinates List of Materials (LOMs) delivery to project location. Ensures sufficient inventory controls exist for LOM management.

(6) Reviews commercial installation standards for each project. Ensures training required for new technological applications are identified and accomplished prior to project implementation. Advises project manager of additional project support requirements.

(7) Directs completion of post-deployment procedures. Coordinates with customer for quality assurance evaluations at completion of each project scheme. Ensures communication system installation records are updated and verified. Directs deployment recovery and accounts for all tools and equipment.

(8) Develops, establishes and maintains work center training programs. Evaluates workload schemes to determine adequacy for meeting training objectives for assigned skills. Plans and schedules tasks and training activities for Drill Status Guard personnel. Oversees and conducts on-the-job training for personnel. Creates and develops lesson plans. Ensures availability of facilities, training aids and equipment mock-ups. Identifies Air Force Specialty Code (AFSC) specific training equipment requirements and arranges for training end item availability as required. Monitors the training status of personnel and ensures that supplemental and/or remedial training is accomplished.

(9) Manages the Team Chief Evaluation program. Ensures evaluations are scheduled, performed and documented. Provides remedial training when required.

(10) Ensures mobilization readiness of section personnel and equipment. Completes proper documentation and follows procedures for incident reporting. Performs administrative duties for technical orders and work center files. Ensures bench stock, Contingency Operations/Mobility Planning & Execution System products, historical records, training records, Precision Measurement Equipment Laboratory equipment and records, contaminated waste disposal, and safety procedures.

(11) Performs other duties as assigned.

